



**ALEX PADILLA** | SECRETARY OF STATE | STATE OF CALIFORNIA  
1500 11<sup>th</sup> Street, 6th floor | Sacramento, CA 95814 | Tel 916.653.7244 | Fax 916.653.4620 | [www.sos.ca.gov](http://www.sos.ca.gov)

December 15, 2015

The Honorable Mark Leno, Chairman  
The Joint Legislative Budget Committee  
1020 N Street, Room 553  
Sacramento, CA 95814

Mr. Michael Cohen, Director  
Department of Finance  
915 L Street  
Sacramento, CA 95814

Dear Senator Leno and Mr. Cohen:

Attached is the November 2015 report on the time it is taking to process various business filings, in accordance with the Budget Act of 2015 (Chapter 10, Statutes of 2015). Previous reports are posted on the Secretary of State's office website at [www.sos.ca.gov/administration/agency-reports/business-filing-processing-time-agency-reports](http://www.sos.ca.gov/administration/agency-reports/business-filing-processing-time-agency-reports). If you have any questions about this report, please feel free to contact me at (916) 653-7244 or have your staff contact my Chief of the Business Programs Division, Betsy Bogart, at (916) 651-6973.

Sincerely,

A handwritten signature in black ink, appearing to read "Alex Padilla".

Alex Padilla  
Secretary of State

Attachment

cc: Ms. Diane Boyer-Vine, Legislative Counsel

December 15, 2015

## Secretary of State's Report to Department of Finance and Joint Legislative Budget Committee

The Business Programs Division Backlogs Finance Letter was approved and incorporated into the Budget Act of 2015 (Chapter 10, Statutes of 2015). The Secretary of State is reporting on the 15<sup>th</sup> of each month to the Department of Finance and the Joint Legislative Budget Committee (JLBC) on the processing time for business filings.

This is the report for September 2015 and covers the period of November 1, 2015, through November 30, 2015.

<b>Document Processing</b>	<b>Business Entities</b>	<b>Statements of Information</b>
Processing Times as of November 1, 2015	4 days	5 days
Processing Times as of November 30, 2015	4 days	5 days
Average Processing Times	5 days	5 days

<b>Document Processing</b>	<b>Business Entities</b>	<b>Statements of Information</b>	<b>Total</b>
Documents in Processing as of November 1, 2015	3,610	8,326	11,936
Documents Received during This Reporting Period	26,812	42,525	69,337
Documents Processed during This Reporting Period*	24,839	39,632	64,471
Documents Awaiting Processing as of November 30, 2015	5,583	11,219	16,802
Documents Received since May 1, 2013	1,095,447	1,434,934	2,530,381
Documents Processed since May 1, 2013	1,115,547	1,495,566	2,611,113
Preclear/Expedites Processed during This Reporting Period	2,496	210	2,706
Preclear/Expedites Processed since May 1, 2013	98,300	6,702	105,002

<b>Staffing</b>	<b>Permanent</b>	<b>Limited Term</b>	<b>Total</b>
BPD FY 2015/16 Authorized Positions	273.1	52.0	325.1
Filled Positions as of November 30, 2015	261.1	42.0	303.1
Vacant Positions as of November 30, 2015	12.0	10.0	22.0
Estimated Average Vacancy Rate for this Reporting Period	4%	22%	7%

<b>Staffing</b>	<b>Total</b>
Number of Temporary Workers	117
Hours Worked by Temporary Workers during This Reporting Period	8,371
Temporary Hours Worked since May 1, 2013	334,082
Overtime Hours Worked during This Reporting Period	2,481
Overtime Hours Worked since May 1, 2013	71,341

\* Documents Processed includes Preclear/Expedite requests.

The processing times shown for the first and final day of the reporting period are snapshots in time. Throughout the month, the processing times fluctuate daily depending on the number of documents received each day (some days have higher volumes than others) and the number of documents processed. All days are reported in business days.